

Bulk Fuel Training and Technical Assistance Project

Summary

The project to develop a bulk fuel managers and bookkeepers curriculum, teach the courses and provide on-site technical assistance is going very well. Currently the project is ahead of schedule with no deviations in the grants scope or purpose. The oversight committee has been working diligently on managing this project through the various phases.

The project oversight committee consists of AEA, Denali Commission, AVEC, and RUBA. The timeline of the complete project is as follows:

- October 10th -Materials development RFP issued and awarded
- October 20th -Initial contractor negotiation meeting
- December 19th -Initial draft of training materials
- January 30th -Training RFP issued
- March 31st –Final training materials due from contractor
- April 2004 – Managers and bookkeepers courses presented in Anchorage
- Apr-June – Follow up on-site technical assistance provided to course attendees
- July 04 to June 05 – Remaining technical assistance as needed

Tasks completed to date:

- Course outline for each course has been developed and approved. The courses are based on the RUBA training curriculum model.
- Bulk fuel training material development RFP was issued and awarded to Aurora Consulting. This phase is currently ahead of schedule and under budget.
- The Training RFP was moved up and issued three months ahead of schedule. Pre-bid conference held October 16th.
- The Training RFP was awarded to Aurora Consulting. Aurora will now handle the complete project from curriculum formatting to on-site technical assistance.
- Numerous committee meetings have been held to refine curriculum topics and provide close oversight to the project development.
- Aurora is currently designing the first draft of both course formats.

Financial Report

While the grant has been contractually awarded there have been no direct expenses paid to date. The consultant's contracts stipulate a "pay in full" when service is complete method, so they will not receive payment until the services have been performed or the manuals have been received. Direct expenses of the grant are not anticipated until early in 2004.

Other Items

Because the only activity to date on the grant has been committee and consultant meetings there are no pictures available for the project. The courses will be held in April of 2004. It is planned to take pictures during the course deliveries and the subsequent on-site follow up visits.

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